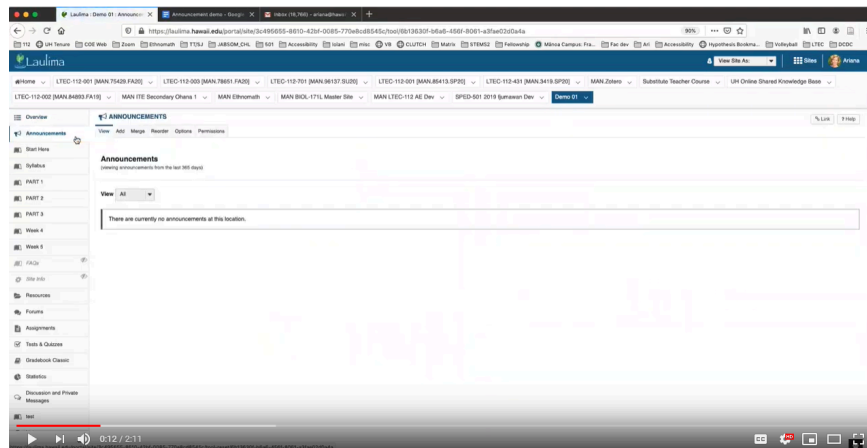


# Laulima Tutorial - Sending Announcements

## Creating and Adding an Announcement

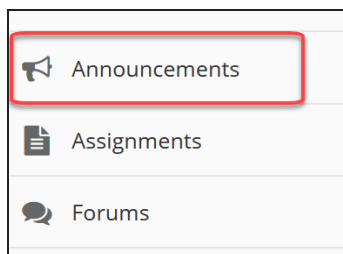


### [Video Screenshot](#) (2:33)

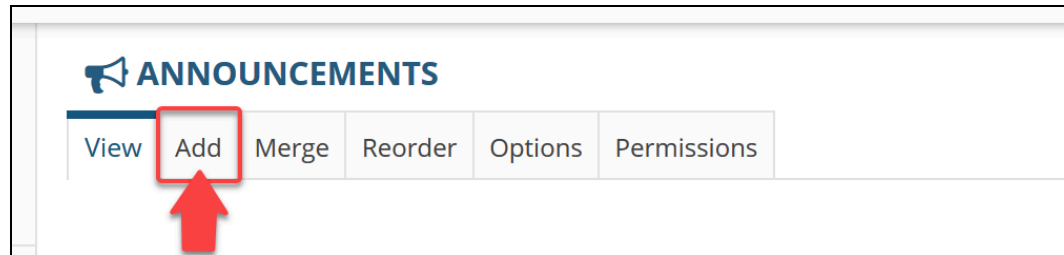
by UHM College of Education's Technology & Distance Programs

1. Log into Laulima (<https://laulima.hawaii.edu>) and go to your course site. If you do not already have the Announcements tool added to the course, you can do so via **Site Info > Manage Tools**.

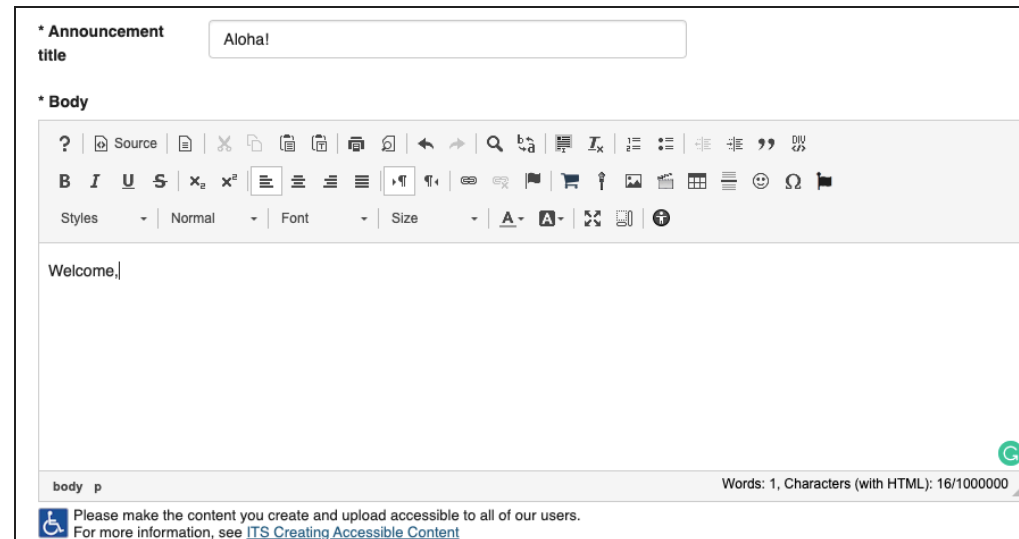
2. Go to **Announcements** in the left-hand menu.



3. Select **Add**.



4. Type the **Title** and **Body** of the Announcement.

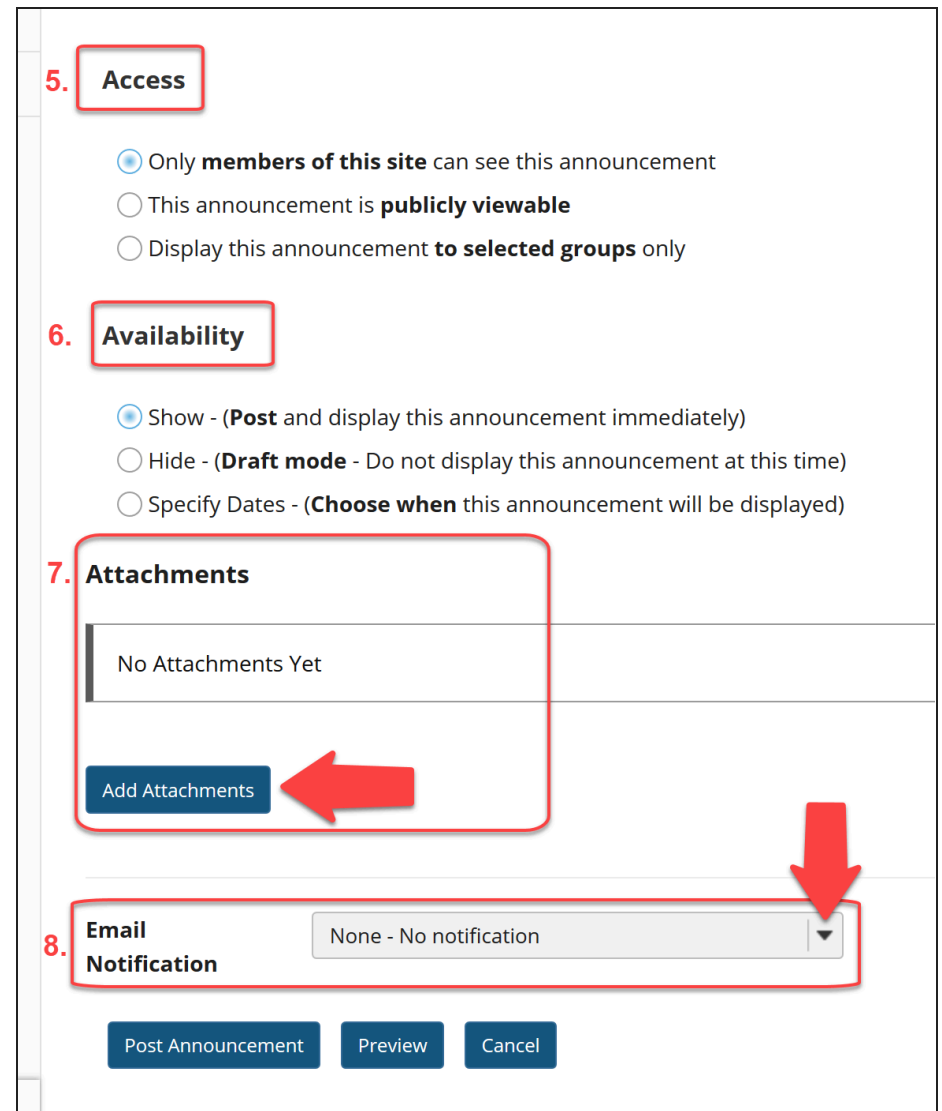
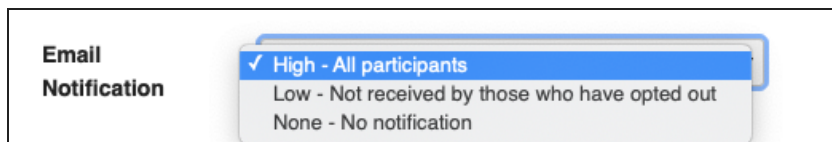


5. Determine who can access the Announcement. Under **Access**, select “Only **members of this site** can see this announcement”

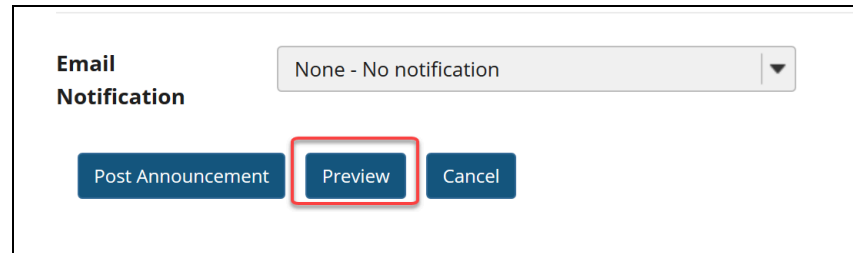
6. Determine the access to the announcement. Under **Availability**, select the option for when you would like the Announcement made available.

7. Select **Add Attachments** to add any relevant files to the announcement (if applicable)

8. To send email notification of the announcement to students' UH email address, select "**High - All Participants**" in the **Email Notification** setting.

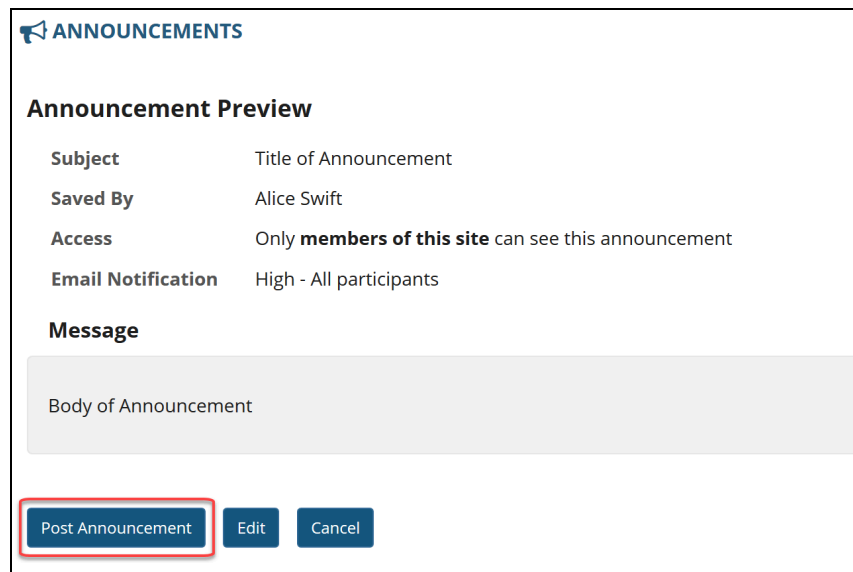


9. Click on **Preview** to view your announcement prior to posting.



This screenshot shows the 'Email Notification' dropdown menu set to 'None - No notification'. Below the dropdown are three buttons: 'Post Announcement', 'Preview', and 'Cancel'. The 'Preview' button is highlighted with a red rectangular box.

10. Click on **Post Announcement**.



This screenshot shows the 'ANNOUNCEMENTS' section with a sub-section titled 'Announcement Preview'. It displays the following details:

- Subject:** Title of Announcement
- Saved By:** Alice Swift
- Access:** Only **members of this site** can see this announcement
- Email Notification:** High - All participants

Below these details is a 'Message' section with a text area containing 'Body of Announcement'. At the bottom, there are three buttons: 'Post Announcement', 'Edit', and 'Cancel'. The 'Post Announcement' button is highlighted with a red rectangular box.

Once you have added one or more Announcements, you may delete and/or edit Announcement titles, dates, and text by going back to the Announcements tab in Lulima.

For more information on Announcements, see [How do I add an Announcement?](#)



